

Hi, everyone!

I am very excited to share with you some important Tollway positions that we are seeking to fill. The Tollway has introduced a NEW update to our application process, which you can read more about below. Please send this information to everyone you know, post it on your websites and Facebook pages, and “tweet” about it! There are lots of people who are searching for jobs who would love to know about these opportunities.

- **Building Maintenance Manager (\$74,000.00 - \$84,000.00 Annually)**

- High School graduate or equivalent is required.
- Some college and/or trade school attendance is preferred.
- A minimum of five (5) years work experience in Building Maintenance, such as Electrical, Plumbing, HVAC and Low Pressure Boilers or equivalent work experience is required.
- A minimum of five (5) years of supervisory or managerial work experience is required.
- This position requires you to have a valid driver's license and must be maintained throughout employment.
- The incumbent must be able to read blueprints, drawings, and layouts.
- Excellent organizational, written and verbal skills are required.
- Working knowledge of Microsoft Office Products (Word, Excel & Outlook) is required.
- Must have the ability to use various types of hand and power tools, along with measuring instruments.
- Must be able to lift 50 to 75 lbs.
- Must Pass a written exam with a 75% or higher in order to qualify for an interview.

- **Custodian Supervisor (\$54,000.00 - \$59,000.00 Annually)**

- High School graduate or equivalent is required.
- A minimum of three (3) years of supervisory experience in a multi-site environment is required.
- A valid driver's license is required and must be maintained for this position.
- This position is required to travel to various locations in various weather conditions.
- This position requires the ability to follow oral and written instructions.
- Must be able to train and guide subordinates.
- Excellent oral and written communication skills are required.
- Excellent time management and leadership skills are required.
- This position will require the physical attribute to be able to lift 90 lbs., climb stairs and ladders and have the ability to work in confined spaces.
- The ability to read and understand instructions placed on labels is required, especially on the usage of cleaning materials and pesticides and other chemical products.
- Will require the ability to work with chemicals without sensitivity restrictions.
- Must be able to work without fear of rodents and/or insects.
- Will be required to wear ANSI 75 approved steel-toed shoes.
- Must be available for emergency call-out situations and work overtime when required.
- Will be required to work rotating shifts including weekends, nights and holidays as deemed necessary by the Custodial Manager.
- Knowledge of Microsoft Word, Excel, and Outlook is required.
- Experience in a computerized timekeeping environment is highly desired.
- Must pass a written examination with a seventy-five percent (75%) or higher score in order to qualify for an interview.

Position ▼	Emp. Type ▲	Salary ▲	Closing Date ▲
Building Maintenance Manager	Technicians	\$74,000.00 - \$84,000.00 Annually	11/10/15
Custodian Supervisor	Technicians	\$54,000.00 - \$59,000.00 Annually	11/10/15
Property Control Auditor	Office/Clerical	\$12.50/Hour	11/03/15

NEW UPDATE TO APPLICATION PROCESS:

"As of September 10, 2014, the Tollway will begin using an on-line application system to assist prospective and current employees in the job application process. This system will allow users to create an individual account, create and maintain a profile of education, experience and certifications, identify job interest categories, search for open positions, and submit job applications. This system will automatically notify users of recently posted jobs based on the job interest categories chosen.

For the employee to be notified of open positions and submit job applications, this system requires the user to have an email account. This could either be a personal account (i.e. gmail, yahoo) or getipass.com account.

To apply for a posted position or to create a "Job Interest Card," applicants should visit the Tollway's website, www.illinoistollway.com.

Completed applications may be mailed to the Tollway or dropped off in person at the agency's Downers Grove headquarters between the hours of 8 a.m. and 4:30 p.m., Monday through Friday. All applications must be received within the dates indicated on the job posting."

The completed [Illinois Tollway Employment Application](#) is due **Tuesday, November 10, 2015** and can be completed on our on-line application system, which can be found at the www.illinoistollway.com under 'Employment Opportunities', or mailed or hand-delivered to Human Resources, 2700 Ogden Avenue, Downers Grove, IL 60515.

Please 'click' on the Job Titles above for more information, including additional job requirements and preferences. More information can be found at www.illinoistollway.com.

Questions should be directed to Human Resources at (630) 241-6800 ext. 2333.

Thank you for helping us to publicize these important job opportunities.

If you would like to be removed from this email list please reply to Employment@getipass.com.

Remember that you can [sign up for automatic e-mail alerts of Tollway job postings!](#)

The Illinois Tollway is an Equal Opportunity Employer.

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